

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, March 6, 2012 at 7:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Mayor Tim Nichols, Bob Stackhouse, Caleb Curtis, Deputy Mayor Gary Jordan, Jr., Donna Chale and Christopher Carr. **ABSENT:** Louise Baker. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Don Hallenbeck, Annaleis Hafford, William Olver, Mandy Olver, Breanna Norris, Joel Greenwood, Michelle Biron, Pete Biron, Sandee Digilio, Stephani Morancie, Danielle Ready, Tom Brown and others.

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence.
2. Adoption of minutes of the regular meeting held on February 21, 2012.

Moved by **Councilor Carr** and seconded by **Councilor Curtis** that the minutes of the regular meeting held on February 21, 2012 be adopted.

VOTE: UNANIMOUS AYE

3. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:**

Community and Economic Development Activities and Events

Report on New Business Activity & Opportunities in Pittsfield:

Some private sector business activities are under review.
Some projects are on the agenda later this evening.

SAS Property placed on the market by MTC Holdings, LTD of San Antonio, Texas:
The Trust holding the former SAS building has decided that it will put the property out for sale. The real estate agent handling the property has promised that the Town will receive a copy of the information package. Terry Sortwell of LandVest, a company from Camden, that handles Luxury Real Estate was retained by the company. It would be great to have this property on the market so that it could be used, rather than be vacant.

Pittsfield Area Regional Job Fair scheduled for Wednesday, May 09, 2012 at the Warsaw Middle School Gym and Cafeteria from 3:30 pm – 6:30 pm. Form read.

Within a few days of sending out the registrations, we have the following employers and staffing agencies signed up: Bonney Staffing Center, Care & Comfort, ADECCO, Nikken, Inc., Charlotte White Center, AtWork, Personnel and SKILLS, Inc. With the staffing agencies, we probably have 12-15 companies represented already.

Report on Meetings & Events:

Major Fund Drive to raise the community's match for the CDBG Public Facilities Historical Preservation Grant Opportunity. The Pittsfield Historical Society has announced a major fund drive to raise the remaining match needed for the CDBG Public Facilities Historical Preservation

Grant Opportunity for the preservation of the depot that serves as the Society's home and our Museum.

Upcoming Meetings & Events

Recycling Committee Meeting on Wednesday, March 07, 2012 at 5:00 pm at the Pittsfield Municipal Building Council Chambers.

Egg Festival Committee Meeting on Thursday, March 08, 2012 at 6:30 pm in the Pittsfield Municipal Building Council Chambers. We have a core group of about 10-12 now working on the Egg Festival. To assist, the Town will run the Cheesecake, Quiche & Pie Contest. The Egg Festival is scheduled for Tuesday, July 17, 2012 – Saturday, July 21, 2012 to coincide with the Kiwanis Karnival. The Cheesecake, Quiche & Pie Contest will be held late Friday morning, July 20, 2012 with the Councilors at judges this year. The fireworks company has been booked and the fireworks will be about ½ hour this year.

Presentation by the Sebasticook Dog Park Group regarding a Dog Park

The Town Manager noted that the Sebasticook Dog Park Group has been meeting for a while to discuss a need for a dog park in the area. Resident Breanna Norris and her husband Joel Greenwood are very involved in this group. The group has members from Pittsfield and other communities.

The group has asked if there is any public land available for this project. After a comprehensive review of the town properties, it seems that the property that could become available is the Town Farm Lot, which is under consideration for a number of projects. This is a very large tract of land. We received a grant to conduct a forest management plan for the property.

Breanna Norris gave a brief overview of the proposed project and gave numerous handouts to the Council regarding dog parks. The group would like the Town of Pittsfield to provide: land, snow removal and mowing. Many of the group members spoke of the benefits that the park would provide to the Town. These included dogs, people being able to socialize and drawing visitors to Town that may shop and dine here while visiting the park and even a marketable opportunity for events like Bark in the Park or renting fence space to businesses for advertisement. Danielle Ready, a local dog groomer, said she has gathered over 100 signatures of people who are interested in the dog park.

Deputy Mayor Jordan stated it looks like the Town Farm Lot is being pinpointed for this project. He questioned what size lot the group was looking for. Breanna noted that dog parks are usually anywhere from ½ acre to 2 acres. Small dogs usually have a half-acre area, with the larger dogs in a separate 1-acre lot. Deputy Mayor questioned what would be necessary for insurance. The Town Manager noted that we planned to look into insurance coverage once all the information has been received for the insurance agency's review. Breanna noted that no one they have spoke to has mentioned dog park insurance as it usually falls under the Town insurance. There is not much to be damaged in a dog park as it is mostly signs, benches, picnic tables, trashcans and trees. It was also noted that many Towns opt to have the park located a bit out of Town. Councilor Curtis asked where the Town Farm is located. The Town Manager noted it is a 123-acre lot across from the Transfer Station. This area currently includes the Transfer Station and Re-use Building as well as a historical site. There is a proposed Fire Training Facility and Community Garden also planned for this area. The Town has received a Project Canopy grant for

a forest management plan for the area. There are a number of items required for the dog park that would need to be researched for pricing. The group stated that they are willing to fundraise and perhaps solicit funds for start up costs. The group also noted that they would like the park to be handicapped accessible, as many of the parks they visit are not. The Councilors noted the Town would need to look into liability, but felt the park is a good idea. It was also suggested that perhaps the group walk down to view the actual area of interest to see if it is too muddy or perhaps has too many bugs, as it is an extremely wet area. Councilor Curtis thought that bringing a speaker from an established park would be a good idea. Mayor Nichols stated he assumes a committee would be formed to self-govern the park, open the park, etc. He would like this to be independently run. The group will draw up a proposal and fundraising goals to bring back to the Council.

4. **PUBLIC HEARINGS/OLD BUSINESS: NONE**

5. **REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:**

Town Manager's Report: Town Council Meeting of 03/06/2012:

1. The FYI Folder: FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: Read List

2. Bin Sale: To celebrate re-use in the community, the Town of Pittsfield is part of a statewide backyard composting bin sale. A home compost bin and how-to-guide with a combined retail value over \$100 can be purchased for only \$45.00 (tax included). The bin is black, has a 10 year warranty, and is made of 100% recycled plastic. It's approximately 35" high and 33" wide, or large enough for a family of five.

The Town will also have the wing digger compost turner for a discounted price of \$17.00 and the Reotemp Backyard Compost Thermometer with a 20" stem for \$18.50.

It is estimated that 25% of the average household's waste consists of kitchen scraps and yard trimmings which can be easily composted. Pittsfield residents can save \$54.12 for every ton of waste they compost rather than placing the material in with their garbage that is shipped out of town for disposal.

Place orders at the Town Office located at 112 Somerset Avenue (487-3136) by April 27, 2012. Pittsfield's recycling rate for 2011 was 62%. Let's keep working at our recycling rate and boost it even more while helping our gardens grow!

Finance Committee: I did attend the County Caucus. There were 8 people in attendance from Somerset County. A Town of Detroit Selectman and the Hartland Town Manager were appointed for our district to the Budget Committee. Kathryn Ruth was selected as the Somerset County Economic Development Corporation Board of Directors.

Ordinance Committee: No Report.

Recycling Committee: No Report.

6. **NEW BUSINESS:**

TOWN OF PITTSFIELD
ORDER AND ORDINANCE AUTHORIZING TAX ANTICIPATION BORROWING

ORDINANCE 12-01: That the Town of Pittsfield Town Council hereby ordains the tax anticipation note borrowing for the fiscal year ending December 31, 2012 on the following terms:

Ordered that, pursuant to Section 5771 of Title 30-A of the Maine Revised Statutes, as amended and the Ordinance adopted on the date hereof, the Town Treasurer is hereby authorized and empowered to borrow money from time to time during the fiscal year ending December 31, 2012 in the principal amount or amounts not exceeding \$500,000 at any one time outstanding, in anticipation of the collections or receipts from taxes, by the issuance of tax anticipation notes of the Town, each of which notes shall be designated "Town of Pittsfield 2012 Tax Anticipation Notes." All of such tax anticipation notes, and any extensions, renewals or replacements thereof, shall be signed by the Town Treasurer and countersigned by at least a majority of the members of the Town Council, shall be payable on or before November 1, 2012, out of money raised by taxation during the fiscal year ending December 31, 2012 shall bear interest payable at maturity at a rate determined in the manner as approved by the Treasurer, and shall contain such other terms and provisions, not inconsistent herewith, and be in such form, as shall be approved by the officers signing the same, whose approval shall be conclusively evidenced by their execution thereof, and

Be It Further Ordered that the Treasurer is hereby authorized to award the notes to such person or entity as approved by the Town Council, such approval to be conclusively evidenced by the execution of the 2012 Tax Anticipation Notes; and

Be It Further Ordered that the notes authorized by the foregoing are hereby designated as qualified tax exempt obligations for purposes of Section 265(b) of the Internal Revenue Code of 1986, as amended, and

Be It Further Ordered that the Treasurer of the Town be authorized to covenant with the purchasers of the notes on behalf of the Town and for the benefit of the holders of the notes, that the Town will take whatever steps, and refrain from taking any action, as may be necessary or appropriate to ensure that interest on the notes will remain free from federal income taxes, including without limitation, the filing of information returns and reports with the Internal Revenue Service and the payment of any rebate due to the United States of America.

Moved by **Councilor Chale** and seconded by **Councilor Carr** that Ordinance 12-01 be set to Public Hearing on 03/20/2012.

The Town Manager noted this is the first step in the authorization process in order to issue a Tax Anticipation Note until the Town's major revenue source in the form of property taxes are received later this year. As the property tax bill is due in October of each year for the calendar year, the Town is spending funds for 8-9 months with smaller revenue sources coming in until October.

For Councilors who have been involved with this process in the past, we used to have an Ordinance, issue the RFP, award a bid to a bank and then issue an Order with all of the TAN paperwork to obtain the funds. Our Town Attorney has simplified this process.

VOTE: UNANIMOUS AYE

RESOLUTION 12-37: Resolved that the Town Council authorize the Town Manager to sign Amendment #1 to the Standard Form of Agreement as required by the United States Department of America (USDA) Rural Development Agency with Olver Associates for engineering work on the sludge removal, SSES study and sewer remedial work approved for funding by the USDA, such work to be sewer remedial.

Moved by **Councilor Carr** and seconded by **Councilor Chale** that Resolution 12-37 be adopted.

The Town Manager noted on 08/17/2010, the Town Council authorized Olver Associates to proceed with the USDA project of Sludge Removal, SSES Study and Sewer Remedial Work. The Town was fortunate to find itself with excellent bid pricing and much less sludge than originally projected by the Town's former engineering firm. This means the Town can replace more sewer lines than expected, which is very good considering the condition of some of the Town's 30+ mile sewer system.

Based upon the recommendation of Olver Associates' Sewer System Evaluation Study, Phase I can be initiated within the existing funding available – Somerset Avenue, Elm Street and the service to the School, and the Fourth Street Cross Country Sewer.

Councilor Stackhouse asked if we are still looking at paving for 2013-2014. The Town Manager noted we are not on the current MDOT list, but MDOT has stated that they can try to push the project up if monies were received. It may be 2014 before the road would be paved. The Town Manager noted that when MDOT came to Town and walked Somerset Avenue, they saw first hand just how bad the road is.

William Olver noted that MDOT likes to have the lines settle for 1-2 years before paving. It is best to get started on the project ASAP to close off the grant. Trench paving will be done from the Plaza to the end of Somerset Avenue. It was noted that Rural Development funds couldn't be used for private property, so this would be a great time for homeowners who have sewer lines that connect into the main line to update their clay pipes.

The Council had some concerns regarding contractors, as there were major issues with the last project. The lowest bidder must be used, but by keeping the working days shorter for the project, we will have larger contractors bidding on this item. This year is extremely competitive again, so we would want to get this project going ASAP. The Town Manager noted that this is a project in Cianbro's backyard, so the company may be interested as well as larger companies such as H.E. Sargent, etc.

VOTE: UNANIMOUS AYE

Resolution 12-38 and 12-39 were passed over. After extensive discussion the Town Council felt the Industrial Park sign flower garden area should be capped off, and have no

vegetation. The other garden area, near Dysarts, will be totally cleared out and seeded with grass.

RESOLUTION 12-38: Resolved that the Town Council accept the proposal of _____ of _____ in an amount to not exceed \$ _____ for maintenance and planting of flower and greenery area(s) and authorize the Town Manager to sign a contract for the same.

RESOLUTION 12-39: Resolved that the Town Council authorize the expenditure of \$ _____ from G/L # 4-110-02 Economic Development Fund.

RESOLUTION 12-40: Resolved that the Town Council authorize the Town Manager and Cemetery Sexton to issue the Request for Quotations for the purchase of a garden tractor-mower.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Jordan** that Resolution 12-40 be adopted.

The Town Manager noted the Cemetery Sexton submitted a capital budget for \$7,500 this year for the purchase of 2 tractors for replacement. The first is a 40” mower, which he will be obtaining quotations for and the 48” mower, which is a much larger purchase and requires a formal bid process.

He currently has 2 48” John Deere, a 2008 and a 2010. The 2008 would be replaced. This mower can be put out to bid when we have late Spring Surplus Property Sale. It works better for pricing and costs, if we have all of our discarded items out to bid at once. Also, the Cemetery Sexton needs to use it until a new one is delivered, which would likely be in Spring.

The other mower, a 44” John Deere, is very old and after he scraps it for the deck, tires and belts, it will travel to the Transfer Station Junk pile. Basically, it will be stripped.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Community Development Updates

Industrial Park Entrance Sign RFP Process – Bid Update: No bids were received on this project. The Town will be looking at some alternative ideas to getting this work done. Also, I will have John call a few companies about this project. Basically, the sign needs to be painted and we need new placard signs for the businesses in the park.

Highway Work on Sidewalks: To date, John has not found any new interlocking bricks and will be encouraged to continue to call and search for them.

Highway Work on Antique Lighting: PW has put new base pieces on the Main Street lights. All lights have been operational except for one, which has a large problem with it. A new light would be better and PW has been looking for a new light that would match those in place. I spoke with our Electrician, Tom Chadwick, who is back to work about locating a new light for the Town and making a proposal for costs.

Junky Yard Cleanup Project: Good results to date with about 1/3 of the property owners calling up, writing letters or coming in noting that they will fix these items. Only one unhappy individual so far who states that if anything they fix is vandalized, the Town will have to fix it and so forth so that individual will receive a letter about their responsibilities as a property owner.

Comprehensive Plan Update RFP Results: Staff will be meeting with Chris Huck, Planning Director, KVOCG to go over their proposal and determine what items the Town staff and Planning Board can do for the Comprehensive Planning Process, to be able to bring a proposal for updating the plan to the Council.

Healthy Living No Smoking Signs: The Town and Healthy Living are working on a project for signing for our parks via a policy for No Smoking. This would require action by the Town Council and would likely be scheduled for the 1st meeting in April. We would receive free signs for all of the parks, or the parks that are designated No Smoking.

Grants Update:

New Grants:

Airport Grants: Stormwater, Security and FAA Review: This grant needs to be closed this year, the consultant needs to design the security fencing or fencing component.

Airport Grants: Environmental Assessment (Engineering to prepare for Apron Expansion): This grant is moving along with basic fieldwork and consulting work on-going. It requires comprehensive permitting and that process has started. HTA has provided three designs for size/location of the Apron Expansion to the Town and those were forwarded to Caleb and Mark Cochrane, Airport Committee Chair.

We have an updated Airport DBE Program compliments of the Town's engineering firm. They were able to have one successfully approved by the FAA, so it was offered to the Town as ours, put together in 2003, is very large as we used the MDOT's as a model. We just received FAA approval of the DBE Program.

All new airport grants will now be for 90% funding rather than 95% funding pursuant to the new federal budget.

L&W Conservation Fund: Hathorn Park Legge's Field & Sports Complex, Phase II: The Town had been advised that our grant application was successful and the estimated timeframe to move forward is 2-3 months which will coincide well with weather conditions.

Project Canopy: Town Farm Forest Management Plan: The executed contract has not been received back yet, however, we should put the bid specs together to bid out the forest management plan in the near future.

Sewer Replacement including Sewer Evaluation Study with Camera Work, Dye Test/

Smoke Test and Report: SSES Study Recommendations were presented at the last Council Meeting.

United Way/Keeping Mid-Maine Warm Grant: Funding has been used up.

Kiwanis Grants: Kiwanis has granted the Town \$1,000 for the 2012 Swimming Program; \$500 for new 2012 Summer Programs and \$500 for a Scholarship Program for Rec Programs so that all children can attend programs, to be used at our discretion.

Other Grant Opportunities:

CDBG/Economic Development Grant: Argo Marketing Group, Inc.: This grant application was completed in record time and remains under review by the State of Maine.

MDOT Transportation Enhancement Grant: The School Superintendent has requested that I work on a grant for the school, which will be a several hundred hour project. Mr. Gallagher has volunteered to help. The RFP for design work for a sidewalk project involving School Street and Somerset Avenue was put out to bid and we are receiving some interest from engineering firms.

8. **REPORTS:** Audience, Council

Audience: NONE

Council:

Councilor Baker: Absent.

Councilor Carr: Wanted to thank the dog park people for coming in and enlightening us. A park would have a lot of benefits, but we do need to look into the concerns Councilor Jordan brought up. Dogs are much cooler than people!

Donna Chale: Thank you to the Sebasticook Dog Group. We appreciate how prepared you were. I am glad we have the flower gardening issues settled.

Deputy Mayor Jordan: No Comment.

Councilor Curtis: It was good to have the dog park people here.

Councilor Stackhouse: I just want to echo the comments made by the other Councilors. The dog park is something we need to at least look at and see where we go from there.

Mayor Nichols: I also would echo the comments made by the Council tonight. It sounds like the general consensus of the Council is that we will move forward with the dog park, and see where it goes. Good luck. I know the Somerset Avenue sewer line replacement will cause a lot of traffic, but people will know things are being done. The Town Manager noted that there would be plenty of public notice, with not only the regular notices, but with informational meetings for the public. I also wanted to thank Kathryn and all the Town employees for all their hard work.

9. **ADJOURNMENT**

Motion by **Councilor Stackhouse** and seconded by **Councilor Curtis** that the meeting be adjourned at 9:25 p.m. All in agreement.

Nicole Nickolan, Town Clerk